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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 90 LCM-71

Date: May 18, 1990

Division: Administration

TO: Local District Commissioners

SUBJECT: Federal Reporting Requirements for Child Support Activities

ATTACHMENTS: Attachment 1 - 143b (pgs. 3-19 to 3-22)  
Attachment 2 - Title IV-D Child Support Activities and  
Collection Unit Time Report  
Attachment 3 - DSS-923-A Sch. of Payments for Admin. Exp.  
Attachment 4 - DSS-2547 Schedule D-8  
(Attachments not available on-line).

Federal reporting requirements have made it necessary to revise the Schedule D-8 Allocation For Claiming - Title IV-D Child Support Activities and Support Collection Unit Expenditures (DSS-2547) to provide for the reporting of administrative expenditures by subfunctions effective with the July 1990 RF-2A claim package submission.

These subfunctions require the same breakdown that the local districts had previously reported on the Schedule D-8 and now must be reported once again.

These subfunctions are as follows: Administration, Collection & Distribution, Location of Absent Parents, Establishment of Paternity, and Establishment of Support Obligation & Enforcement divided between Title IV-D Unit and Support Collection Unit activities. Attachment #1 contains the definitions of these subfunctions.

We have revised the Title IV-D Child Support Activities and Collection Unit Time Report (Attachment #2). We are providing a sample of the form so that the local districts may start to prepare for the July 1990 start up date.

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A time study must be completed for any employee who does not work full-time on child support activities (e.g. 50% Income Maintenance and 50% Child Support), or for those employees who are full-time child support workers, but do not spend at least 85% of their time on one sub-function. The employee should complete this report for the first month of each quarter to determine the allocation percentages for that quarter. Consequently, any employee that should be time studied should begin using the revised time report beginning with July 2, 1990.

In addition to identifying salary costs to the subfunctions the other direct expenditures should also be identified to the subfunctions on the revised Schedule 923A (Attachment #3) before being summarized on the Schedule 923.

We have also attached a preview of the revised Schedule D-8 (Attachment #4) for your information. The instructions for the Schedule D-8 and the DSS-923A will be issued through an manual bulletin update to Bulletin 143-b.

If you have any questions on the above please call either Irid Gordon at 1-800-342-3715, extension 4-7549 or Marvin Gold at 212-804-1108.

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Richard Radzyninski  
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